CONTRACT USER GUIDE



How to Use the #4 & #6 Residual Fuel Statewide Contract

Contract #: ENE29 Contract Duration: 10/01/12 - 09/30/13

MMARS #: ENE29 Options to renew: None

Contract Manager: Jim Ferri - 617-720-3168 James.Ferri@state.ma.us

Last change date: 01/04/13

Contract Summary

This contract is for the purchase and delivery of #4-0.5%, #4-1.0%, #6-0.5% and #6-1.0% Residual Fuel. This is not a fixed-price contract; it is an indexed price contract. Price changes daily. See pricing and purchase details below.

New Entities wishing to participate in this contract must make arrangements with the appropriate awarded vendor prior to October to be included in the upcoming heating season and must remain with the vendor for the duration of the heating season (Oct-Mar). Vendors have been directed to request this commitment in writing. After October, new entities are added at the discretion of the vendor.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendors
- Prompt Pay Discount

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

- 01. Cities, towns, districts, counties and other political subdivisions
- 02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
- 03. Independent public authorities, commissions and quasi-public agencies
- 04. Local public libraries, public school districts and charter schools;
- 05. Public Hospitals, owned by the Commonwealth;
- 06. Public institutions of high education
- 07. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
- 08. Other states and territories with no prior approval by the State Purchasing Agent



required; and

09. Other entities when designated in writing by the State Purchasing Agent.

How to use the contract

Check the Zone listing (on page 5) to determine the city or town where you will have the Residual Fuel delivered. Contact the vendor responsible for that Zone to discuss locations, account requirements and arrange for delivery. The contract covers eight zones across the state. Each zone has one awarded contractor. These contractors are responsible for servicing the eligible users within that zone.

Pricing and Purchase Options

Purchase Options: Purchases made through this contract will be direct, outright purchases.

Pricing and buying details:

The Residual Fuel is to be priced at a fixed differential price which is applied to the low wholesale Boston Price as published daily in the Journal of Commerce.

Pricing of residual fuel is calculated as:

Residual Fuel Pricing

Applicable Residual Fuel Commodity Price +Applicable Differential Price = Total Price

(Additional taxes and federal environmental fees to be billed as separate line items on invoices)

Verifying the Commodity Price:

The Procedure for verifying the Daily Commodity Price on the Internet is as follows:

- ➤ Go to: www.comm-pass.com
 - Click the button on the tab at the top of page labeled "contracts"
 - Click Search for a Contract
 - Under **AND** Search by Specific Criteria
 - Check the Statewide Contract box
 - Fnter "ENEFY13" for the document number
 - Select "Active" for document status
 - At the top of page, click on <u>There are 1 Contract(s) found that match your search</u> criteria
 - Click on the icon to view
 - Daily commodity pricing for a specific date is located under the "Forms & Terms" tab

Residual Fuel Differential Pricing:

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Zone	Vendor	Prompt Pay Discount (PPD)	#4, 0.5%	#4, 1.0%	#6, 0.5%	#6, 1.0%
Zone 1	Global	0.25% - 10 d	\$2.7400	\$0.2700	\$0.5500	\$0.5800
Zone 2	Global	0.25% - 10 d	\$1.3600	\$1.3600	\$1.3600	\$0.1600
Zone 3	Global	0.25% - 10 d	\$1.1000	\$1.1000	\$1.1000	\$0.4600
Zone 4	Global	0.25% - 10 d	N/A	N/A	N/A	N/A
Zone 5	Sprague	1.0% - 10 d	\$1.1197	\$0.1182	-\$0.5470	\$2.4476
Zone 6	Sprague	1.0% - 10 d	\$3.1197	\$2.9409	\$0.2226	\$0.0536
Zone 7	Sprague	1.0% - 10 d	\$3.1197	\$0.9409	\$2.2226	\$0.4476
Zone 8	Sprague	1.0% - 10 d	N/A	N/A	N/A	N/A

Example: The differential price for Zone 3 for #4-0.5% is: \$1.1000

Applicable Taxes/Fees:

The following additional taxes and federal environmental fees to be billed as separate line items on invoices:

- Federal Oil Spill Liability Trust Fund (OSLTF): (\$.08 per barrel) (\$.0019 per gallon)
- Federal Leaking Underground Storage Tank (LUST)-except #6 : (\$.042 per barrel) (\$.001 per gallon)
- Massachusetts Uniform Oil Response Fee: (\$.05 per barrel) (\$.00119 per gallon)

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Vendor List and Contract information

Vendor Contact Information

Zones 1-4

Company: Global Montello Group, LLC

Address: 800 South Street, Waltham, MA 02254

Contact: Kevin Young
Phone-Business Hours: (781) 398-4259
Phone-After Hours: (617) 660-1100
Fax: (781) 398-4162

E-mail <u>kyoung@globalp.com</u>

Zone 5-8

Company: Sprague Energy Corporation

Address: Two International Drive, Suite 200, Portsmouth, NH 03801

Contact: Burr Mosher
Phone-Business Hours: (914) 328-6726
Phone-After Hours: (877) 689-1880
Fax: (914) 328-6721

E-mail bmosher@spragueenergy.com

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (<u>www.comm-pass.com</u>) website, click on "Contracts" then search by document number ENE29.

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Zone 1-Global	Zone 2-Global	Zone 3-Global	Zone 4-Global	Zone 5-Sprague	Zone 5-Sprague	Zone 6- Sprague	Zone 7-Sprague	Zone 8-Sprague
ARLINGTON	AMESBURY	ABINGTON	BARNSTABLE	ACTON	OAKHAM	ASHBURNHA M	AGAWAM	ADAMS
BELMONT	ANDOVER	ACUSHNET	BOURNE	ASHLAND	OXFORD	ASHBY	AMHERST	ALFORD
BOSTON	BEVERLY	ATTLEBORO	BREWSTER	AUBURN	PAXTON	ATHOL	ASHFIELD	BECKET
BRAINTREE	BOXFORD	AVON	CHATHAM	AYER	PEPPERELL	BERNARDSTO N	BELCHERTOWN	CHESHIRE
BROOKLINE	DANVERS	BERKLEY	DENNIS	BARRE	PETERSHAM	BUCKLAND	BLANDFORD	CLARKSBURG
BURLINGTON	DRACUT	BRIDGEWATER	EASTHAM	BEDFORD	PRINCETON	CHARLEMON	BRIMFIELD	DALTON
CAMBRIDGE	ESSEX	BROCKTON	FALMOUTH	BELLINGHAM	RUTLAND	COLRAIN	CHESTER	EGREMONT
CANTON	GEORGETOWN	CARVER	GOSNOLD	BERLIN	SHERBORN	DEERFIELD	CHESTERFIELD	FLORIDA
CHELSEA	GLOUCESTER	DARTMOUTH	HARWICH	BILLERICA	SHIRLEY	ERVING	CHICOPEE	GREAT BARRINGTON
COHASSET	GROVELAND	DIGHTON	MASHPEE	BLACKSTONE	SHREWSBURY	FITCHBURG	CONWAY	HANCOCK
DEDHAM	HAMILTON	DUXBURY	ORLEANS	BOLTON	SOUTHBOROUGH	GARDNER	CUMMINGTON	HINSDALE
DOVER	HAVERHILL	EAST BRIDGEWATER	PROVINCETOW N	BOXBOROUGH	SOUTHBRIDGE	GILL	EAST LONGMEADOW	LANESBOROUGH
EVERETT	IPSWICH	EASTON	SANDWICH	BOYLSTON	SPENCER	GREENFIELD	EASTHAMPTON	LEE
HINGHAM	LAWRENCE	FAIRHAVEN	TRURO	BROOKFIELD	STERLING	HAWLEY	GOSHEN	LENOX
HOLBROOK	LOWELL	FALL RIVER	WELLFLEET	CARLISLE	STOW	HEATH	GRANBY	MONROE
HULL	LYNN	FOXBOROUGH	YARMOUTH	CHARLTON	STURBRIDGE	LEOMINSTER	GRANVILLE	MONTEREY
LEXINGTON	LYNNFIELD	FREETOWN		CHELMSFORD	SUDBURY	LEVERETT	HADLEY	MOUNT WASHINGTON
LINCOLN	MANCHESTER	HALIFAX		CLINTON	SUTTON	LEYDEN	HAMPDEN	NEW ASHFORD
MALDEN	MARBLEHEAD	HANOVER		CONCORD	TYNGSBOROUGH	LUNENBURG	HATFIELD	NEW MARLBOROUGH
MEDFORD	MERRIMAC	HANSON		DOUGLAS	UPTON	MONTAGUE	HOLLAND	NORTH ADAMS
MELROSE	METHUEN	KINGSTON		DUDLEY	UXBRIDGE	NEW SALEM	HOLYOKE	OTIS
MILTON	MIDDLETON	LAKEVILLE		DUNSTABLE	WARREN	NORTHFIELD	HUNTINGTON	PERU
NEEDHAM	NAHANT	MANSFIELD		EAST BROOKFIELD	WAYLAND	ORANGE	LONGMEADOW	PITTSFIELD
NEWTON	NEWBURY	MARION		FRAMINGHAM	WEBSTER	PELHAM	LUDLOW	RICHMOND
NORWOOD	NEWBURYPORT	MARSHFIELD		FRANKLIN	WEST BOYLSTON	PHILLIPSTON	MIDDLEFIELD	SANDISFIELD
QUINCY	NORTH ANDOVER	MATTAPOISETT		GRAFTON	WEST BROOKFIELD	ROWE	MONSON	SAVOY
RANDOLPH	NORTH READING	MEDFIELD		GROTON	WESTBOROUGH	ROYALSTON	MONTGOMERY	SHEFFIELD
REVERE	PEABODY	MIDDLEBOROUGH		HARDWICK	WESTFORD	SHELBURNE	NORTHAMPTON	STOCKBRIDGE
SAUGUS	READING	NEW BEDFORD		HARVARD	WORCESTER	SHUTESBURY	PALMER	TYRINGHAM
SOMERVILLE	ROCKPORT	NORFOLK		HOLDEN		SUNDERLAND	PLAINFIELD	WASHINGTON
STONEHAM	ROWLEY	NORTH ATTLEBOROUGH		HOLLISTON		TEMPLETON	RUSSELL	WEST STOCKBRIDGE
WAKEFIELD	SALEM	NORTON		HOPEDALE		TOWNSEND	SOUTH HADLEY	WILLIAMSTOWN
WALTHAM	SALISBURY	NORWELL		HOPKINTON		WARWICK	SOUTHAMPTON	WINDSOR
WATERTOWN	SWAMPSCOTT	PEMBROKE		HUBBARDSTON		WENDELL	SOUTHWICK	
WELLESLEY	TEWKSBURY	PLAINVILLE		HUDSON		WESTMINSTE R	SPRINGFIELD	
WESTON	TOPSFIELD	PLYMOUTH		LANCASTER		WINCHENDON	TOLLAND	
WESTWOOD	WENHAM	PLYMPTON		LEICESTER]	WALES	
WEYMOUTH	WEST NEWBURY	RAYNHAM		LITTLETON			WARE	
WILMINGTON		REHOBOTH		MARLBOROUGH			WEST SPRINGFIELD	
WINCHESTER		ROCHESTER		MAYNARD			WESTFIELD	
WINTHROP		ROCKLAND		MEDWAY			WESTHAMPTON	
WOBURN		SCITUATE		MENDON			WHATELY	
		SEEKONK		MILFORD			WILBRAHAM	
		SHARON		MILLBURY			WILLIAMSBURG	
		SOMERSET		MILLIS			WORTHINGTON	
		STOUGHTON		MILLVILLE			<u> </u>	
		SWANSEA		NATICK				
		TAUNTON		NEW BRAINTREE				
		WALPOLE		NORTH			· · · · · · · · · · · · · · · · · · ·	1

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	WAREHAM	NORTHBOROUGH		
	WEST BRIDGEWATER	NORTHBRIDGE		
	WESTPORT			
	WHITMAN			
	WRENTHAM			

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